



Donation Policy – All Gifts

Donations are welcome, with the donor's acknowledgement and understanding of the following policies and conditions:

The Library reserves the right to accept, refuse or discard any donations. A donation will be judged based on its suitability to the purposes and needs of the Library, the laws and regulations that govern its ownership, the Library's ability to cover insurance and maintenance costs associated with it, whether it is in acceptable physical condition and can be used in accordance with the wishes of the donor. Any donation which will cause the Library to incur annual or periodic maintenance costs must be separately endowed by the donor to the satisfaction of the Library.

Approved donations will be used, loaned, displayed, donated, traded, sold or otherwise disposed of at the sole discretion of the Library. Donated items will not be returned to the donor, and the Library will not accept anything that is not an outright donation.

Every effort will be made to abide by agreements made with respect to donations. However, because of circumstances such as ordinary wear, theft, mutilation, obsolescence and changing Library needs, no guarantee is made that any donation will be permanently displayed or kept by the Library.

Receipt given by the Library to donor is limited to a general acknowledgment of donation(s) received. Assignment of value for income tax or other purposes is the responsibility of the donor. The Library does not appraise materials for donors, nor endorse appraisals provided by donors. It is recommended that the donor make a list of any item(s) donated. The library, when requested, will furnish to the donor a statement for tax purposes for all donations of cash, but will not specify or estimate the financial value of any non-cash donation.

The Library accepts monetary contributions of any amount. Unrestricted monetary contributions may be used as determined by the Director, as authorized by the Board of Trustees, within the limits of the law. Proposed restrictions on gifts of monies or materials must be submitted in writing and approved by the Board of Trustees.